



# CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

## HVAC TECHNICIAN

OPEN (Job Code 1279811100)

### CAREER OPPORTUNITY

The Las Vegas City Employees Association is the exclusive representative for eligible employees relative to collective bargaining.

OPENING DATE: October 15, 2012 at 7 a.m.  
FILING DEADLINE: October 30, 2012 at 4:30 p.m.  
WRITTEN TEST DATE: November 27, 2012

**NOTE: You will be notified of ALL testing processes via email. Please include your email address and check your email, junk mail, and spam mail regularly to ensure you do not miss your appointment times.**

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**Current Monthly Starting Salary: \$4,209.41**  
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The purpose of this recruitment effort is to establish an eligible list for future job openings.

**JOB SUMMARY:** This position performs a variety of difficult and highly skilled tasks on cooling and heating units and air-conditioning systems; and performs a variety of technical tasks relative to assigned areas of responsibility.

#### **JOB DESCRIPTION:**

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

**MINIMUM QUALIFICATIONS:** Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to graduation from high school, plus additional specialized training in heating and air-conditioning or a closely related field.
- Two years of increasingly responsible journey-level heating and air-conditioning experience.

#### **LICENSE AND CERTIFICATE:**

- Within 15 days of initial hire, must provide documentation of completion within the last five years of an OSHA-10 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.
- Possession of a valid, appropriate driver's license on the date of application, and maintenance thereafter.
- Possession of an EPA Refrigerant Technician Universal certification on the date of appointment, and maintenance thereafter.
- Possession of a City of Las Vegas fork lift certificate within six months of the date of appointment, and maintenance thereafter.
- Possession of an appropriate City of Las Vegas aerial lift certificate within six months of the date of appointment, and maintenance thereafter.

**SEE REVERSE FOR MORE INFORMATION**

## HVAC TECHNICIAN

### Job Code 1279811100

**WHERE TO APPLY:** A city of Las Vegas application form can be downloaded from our website, [www.LasVegasNevada.gov](http://www.LasVegasNevada.gov), or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the First Floor of City Hall, 495 S. Main Street, Las Vegas, NV 89101. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

**TYPE OF EXAMINATION:** A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. **Only the most qualified applicants will be invited to participate in the written test, weighted 100% for placement on an eligible list.**

**Suggested Study Guide Resources:** *Modern REFRIGERATION and AIR CONDITIONING* by Althoust & Turnquest. This is a suggested study guide resource only and may or may not directly relate to the test questions.

**NOTIFICATION OF TEST SCORE:** Your test results will be available on line at the following web address, [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov). Scores will be available to view on-line within 1 to 2 days after taking the exam and will be available on-line for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

**SELECTION PROCESS:** Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

*The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Recruitment & Employment Services Division at (702) 229-6315.*

The City of Las Vegas offers a comprehensive benefits package for all regular full time employees which includes: **Vacation and Sick Leave:** Annual leave is accrued from the first day worked, and employees are eligible to take annual leave after completion of 6 months continuous full-time service. Sick leave is accrued at 4 hours per biweekly pay period for an annual total of 13 days. **Retirement:** Employees are covered under the State of Nevada Public Employees Retirement System (PERS) as an employer paid agency. Employees are vested upon completion of five years in the retirement system. For details on PERS go to [www.nvpers.org](http://www.nvpers.org). **Health Insurance:** The city pays 100% of the premiums for employee medical, dental and vision premiums. For dependents, the city covers 50% of the premiums, with the employee providing the other 50%. The city is self-funded and medical coverage is a Consumer Driven Health Plan (CDHP); a Preferred Provider Organization (PPO); or a Health Maintenance Organization (HMO). The dental plan is offered-through Preferred Dental and the vision plan is administered by Vision Service Plan (VSP).